

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION RESOURCE DEVELOPMENT**

VACANCY ANNOUNCEMENT

Mental Health Services Coordinator II

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Countywide Housing, Employment and Education Resource Development (CHEERD) division is seeking a qualified mental health professional to fill a vacant Mental Health Services Coordinator II position to provide oversight and technical support to the Temporary Shelter Program (TSP).

EXAMPLES OF DUTIES:

- Provide technical support to the TSP shelter providers and Service Area (SA) Gatekeepers
- Monitor the TSP shelter providers for compliance with the Basic Living Support Services Agreement
 - Schedule and conduct TSP shelter provider site reviews throughout the County in collaboration with the SA Gatekeepers
 - Complete the TSP site review form
 - Follow-up on any corrective action plans required from a site review
 - Complete and review TSP shelter provider fire permit/public health certificate expiration logs and contact TSP providers as necessary
- Conduct investigations resulting from TSP client complaints about a TSP shelter provider in collaboration with the SA Gatekeeper and Patients' Rights
- Review agencies' Request for Statement of Qualifications (RFSQ) for Basic Living Support Services (BLSS) submissions
- Complete a RFSQ minimum qualifications not met and information missing chart and send to submitting agency as necessary
- Review TSP provider invoice tracking logs monthly and contact the SA Gatekeepers who have not submitted invoices
- Monitor the client use of the TSP
 - Review submission of TSP referral, extension and outcome forms and coordinate with SA Gatekeepers to obtain missing/incomplete information
 - Review the monthly TSP report and follow-up with the Gatekeepers regarding needed action
- Conduct staff training at the adult directly operated clinics about the TSP

DESIRABLE QUALIFICATIONS:

- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff.
- Strong interpersonal and communication skills.
- Strong organizational skills and ability to prioritize.

- Flexibility and willingness to alter planned work flow to accommodate the unit's needs.
- Strong commitment to ensuring high quality client care.
- Ability to use Microsoft Office including Word and Excel.

Interested individuals currently holding the payroll title of the Mental Health Services Coordinator II are encouraged to email or fax their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

Countywide Housing, Employment and Education Resource Development

**ATTN: Lise Ruiz
695 S. Vermont Ave. 10th Floor
Los Angeles, CA 90005
FAX: (213) 637-2336**

AN EQUAL OPPORTUNITY EMPLOYER